



**CITY & COUNTY OF HONOLULU
DEPARTMENT OF BUDGET AND FISCAL SERVICES
DIVISION OF PURCHASING**

Position: Procurement and Specifications Specialist I (Contract)

General Summary of Duties and Responsibilities:

Works under close supervision; receives initial orientation and training and participates in routine procurement and specifications work in governmental purchasing under a centralized purchasing program. Learns to perform solicitations, contracts, and other related duties.

Duties and Responsibilities:

- Participates in the buying of a variety of low cost purchases of simple and non-complex commodities, services, and construction. Drafts specifications and terms and conditions for bids with the approval of the supervisor. Provides information and clarifies bid requirements to vendors. Receives and reviews bid quotations, recommends award along with adequate justifications, and issues appropriate documents upon award approval.
- Reads and attends instructional and training classes to gain knowledge of current laws, rules, regulations, policies, and procedures governing City purchasing.
- Explains to contractors the City's needs for specific commodities and services. Maintains effective relationships with contractors; clarifies and interprets provisions of existing policies and laws regulating City purchases.
- Investigates complaints from City requisitioners against contractors for unsatisfactory contract performance and recommends appropriate action, such as assessing liquidated damages for late delivery or late completion or suspending vendor from participating in City bids.
- Investigates bid protests and recommends or takes appropriate action.
- Recommends, provides oversight, or conducts negotiations for purchases of goods and services without bid, as permitted by law, and provides written justification.
- Participates and shares specialized knowledge with other Procurement and Specifications Specialists in preparing specifications for solicitations and contracts.
- Provides information to City requisitioners as required including commodities and services on City contracts and purchasing procedures to acquire commodities and services.
- Researches through various marketing, technical, and industrial journals and publications to keep abreast of market and technological developments to insure that the City buys proper products at the best possible cost.
- Maintains procurement records and documentation.
- Performs other related duties required, including grants, concessions, and leases.

Qualification Requirement:

A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in business or public administration, marketing, economics or related field

To apply: Send a cover letter, your current resume and at least 3 references to bfspurchasing@honolulu.gov.

Deadline to apply: Applications will be accepted until position is filled.